

Grand Isle Select Board
Grand Isle Town Office 9 Hyde Rd, Grand Isle VT
Minutes of the Meeting for Monday December 4, 2023

CALL TO ORDER: Selectboard Chair, Jeff Parizo, calls the meeting to order at 5:30pm

Board Members Present: Ellen Howrigan, Jeff Parizo, Jen Morway

Board Members via Zoom: Josie Leavitt

Community Members Present: Sue Lawrence, Lynda Morgan-Gardiner, Colleen Bushway, Ron Bushway, Diane Cota, Emily Clark, Melissa Boutin, Howard Demars, William Shaw

Community Members via Zoom: Joe Longo, Stephen Benjamin, Esther Blow, Lucille Campbell, Mike Donoghue, Shannon Bundy, Jean Baker-Prouty

Add to Agenda: Josie Leavitt adds Rescue under old business, Jen Morway retitles General Journal Entry Policy & Procedure to Internal Controls.

Review and Approve Minutes: *Ellen Howrigan makes a motion to approve the minutes of November 20, 2023 with corrections. Josie Leavitt seconds. No further discussion. Selectboard chair Jeff Parizo calls the vote, which passes unanimously.*

Guests:

Secured Network Services- Proposal Discussion: Jen Morway (Morway) asks Stephen Benjamin (Benjamin) of Secured Network Services (SNS) if Microsoft 365 (M365) was included in their proposal, and if not, what type of M365 licensing he would recommend for the town. Benjamin explains that the proposal they sent in did not have M365 licensing included. Benjamin says that SNS would recommend either Microsoft 365 GCC-G1 which includes email only and is about \$10 per month per user or Microsoft 365 GCC-G3 which includes email, Word, Excel, and Teams is about \$22 per month per user. Morway explains that they currently have Defender and it is about \$14.50 a month. Benjamin explains that there are two different Defender products, one is for Spam Filtering and is an add-on to the basic licensing and is \$2 per month per user and the other has Anti-Virus and is a little more expensive, Benjamin says Morway is probably referring to the Spam Filtering Add-on option. Jeff Parizo (Parizo) asks if the basic M365 has spam filtering, Benjamin says that M365 by itself does not include spam filtering, but that can be added to each license for \$2 per month per user. Benjamin clarifies that none of the Microsoft licenses include Spam Filtering or Anti-Virus, but with the Defender add-ons, they can add that capability. Benjamin gives the example that if they opted to add the Spam Filtering add-on to the M365 GCC-G1 license, they would see a single line item on their invoice for Microsoft 365 for \$12 per user per month that would be the total of the \$10 per month per user for the M365 GCC-G1 license plus the \$2 per month per user for the Spam Filter Add-on. Parizo asks if they could mix and match licenses for those who need the one with more applications and those who only need email. Benjamin says yes, and clarifies that for the GCC licensing, the mix and matching would have to be within the GCC cloud, that they could mix and match GCC-G1 licenses and GCC-G3 licenses. Benjamin explains that GCC is the cloud Microsoft has for Government entities. Josie Leavitt (Leavitt) says she does not think they

are on the GCC cloud as of yet but will verify. Benjamin explains that he highly recommends that, as a municipality, they should consider moving to the GCC cloud, that email regulations for government entities and municipalities are different than other businesses and that the GCC provides a more robust environment and security. Benjamin says that commercial licensing will be a little cheaper because that cloud does not have the same standards as the GCC. Parizo asks Benjamin to explain the GCC a little more and asks if that will give them a .gov domain. Benjamin says that GCC stands for Government Commercial Cloud, that it is where Microsoft hosts the email, that they can have any domain and it does not have to be a .gov domain in order to be on the GCC. Benjamin explains that in the GCC there are regulations for how the information is stored, that information stored by government entities and municipalities have regulations that they need to follow. Benjamin says that all governments and municipalities that SNS services are on the GCC and mentions that making sure those regulations, that are included in the GCC, are followed will be important in future insurance audits. Parizo asks if the security is better on the GCC, Benjamin says yes, that the security is more robust on the GCC cloud than the Commercial Cloud. Parizo asks if they would pay for M365 directly to Microsoft or does SNS mark-up the price and then send them the invoice. Benjamin explains that their typical model would be for SNS to invoice them for the M365 licenses, that licensing is never marked-up. Benjamin says that they can opt to either pay monthly or to pay yearly, that the yearly option does provide a small savings in price. Benjamin explains that by having the licensing through SNS, SNS will be able to ensure that the licenses are dealt with proactively with updates, adding/removing users, and all other administrative tasks regarding the M365 products. Parizo asks Benjamin if he could provide the board with a quote for what they just discussed, Benjamin says yes, that he will have Kylee Emerson send that to you and says that the numbers he's given so far are approximate and that Emerson will be able to give exact pricing. Morway asks Benjamin if the quote for \$9,693 is separate from the monthly service quote, and asks if that is for updating the current network to get it to where it should be. Benjamin says the quote for \$9,693 is for anti-virus software and physical hardware including a firewall, switching and access points and that it would be a one-time fee to secure their current network. Morway asks if SNS came to the town office to see what they had in place. Leavitt said they visited the town office and spent the day going over what the town currently has in place. Howrigan asks Benjamin if the \$1,500 monthly fee would change slightly if they decide to go with GCC licensing. Benjamin explains that the \$1,500 monthly fee would cover tech support and on-going managing services including M365, no matter what they choose for licensing. Benjamin said that \$9,693 one-time project fee would be adjusted or requoted if they choose to move to the GCC licensing to cover the cost of the transition from the commercial cloud to the GCC. Benjamin explains that because that wasn't included in the RFP, it doesn't appear in the current quote but that they can adjust now that they know you may be interested in changing to GCC licensing. Morway asks Benjamin how they charge for additional services that are not covered under the monthly service fee. Benjamin says they approach this in two different ways, that if it is for a major change, such as a change in the networking or a new machine, they would send a quote and wait for approval. Benjamin says that if it is for a small change, such as a new employee/user needing to be set-up, they can set up an agreement where the selectboard can choose a point of contact whom can approve small changes by signing off on it. Benjamin says they can set a certain amount where if it is over a certain amount, it needs to be quoted and approved or under a certain amount where a point of contact can sign off on it or they can choose to have everything quoted and approved, that it is up to the town with what works best for them. Howrigan asks how long SNS keeps back-ups. Benjamin explains that there are two types of backups, that email back-ups are handled with Drop Suite and that those

back-ups can be backed up forever or whatever amount of time the town chooses. Benjamin says the second kind is a server back-up, which backs-up files and application databases, those back-ups would use what the town is currently using for back-ups and the length of retention for those back-ups would be according to how much space the server has for back-ups. Benjamin says normally server back-ups would be retained for 30-90 days and could go longer if there is enough space on the server. Benjamin says there are other things that could be put in place to extended the time further if needed, but with what the town currently has in place now, that is how it would be handled.

Sue Lawrence- Errors & Omissions: Sue Lawrence (Lawrence) says she has two errors & omissions. Lawrence explains that there are two properties that were combined into a Trust and that needs to be corrected. The Selectboard reviews the E&O. Lawrence explains that there is a property where the owner had a 38% business use with a second piece of property she owns next to her house, that the use was taken off both properties.

Jeff Parizo makes a motion to approve form #PVR4261E for Roy and Marsha, The Revocable Trust Land #25508110684. Jen Morway seconds. No further discussion. Selectboard Chair Jeff Parizo calls the vote, which passes unanimously.

Jeff Parizo makes a motion to approve form #PVR4261E for Renee Piche #25508110842. Jen Morway seconds. No further discussion. Selectboard Chair Jeff Parizo calls the vote which passes unanimously.

Highway Department Update: Ron Bushway (Bushway) says they are all set for winter, trucks are ready and they have salt and sand ready. Bushway says the state said they are about a year out with scheduling work so they will be taking care of the culvert off of East Shore North themselves because they cannot wait a year.

Old Town Truck Discussion: Bushway says that Charlebois offered \$55,000 for the old truck for a trade-in. Bushway explains that the old truck only has 89,433 miles on it and is worth more than \$55,000. Bushway says he thinks they should hang on to the old truck. Parizo says his worry is that the old truck will breakdown and they will be down to only one truck, that he thinks they should hang on to it for this winter season and revisit the idea of selling it in the spring. Parizo asks when they will be getting the new truck, Bushway says they are telling him it will be soon. Parizo asks if they could mean before the first of the new year, Bushway says yes. Leavitt asks if they would be able to sell it more on their own rather than trading it in, Bushway says yes and that should be the next discussion they have about the old truck. Leavitt agrees that they should hold on to the old truck through this winter season.

Ellen Howrigan makes a motion to keep the old truck. Josie Leavitt seconds. No further discussion. Selectboard Chair Jeff Parizo calls the vote which passes unanimously.

Buildings Facilities Manager Update: Bushway says that they put the shutters on the Log Cabin and ordered the Air Vac filters for the Fire Station and should be here in a few weeks.

New Business:

Budgets

Library: Colleen Bushway (C. Bushway) presents the Library budget. C. Bushway says they are not including the cost of health insurance because they have that in the bank, that some amounts went up slightly due to rising costs.

Jeff Parizo makes a motion to accept the Library's Town Appropriation of \$72,033 to be raised by taxes. Ellen Howrigan seconds. No further discussion. Selectboard chair Jeff Parizo calls the vote which passes unanimously.

Listers: Sue Lawrence (Lawrence) goes over the Lister's budget, explaining that the budget was increased for training and notes that there are three of them working now. Lawrence goes on to explain that they have also budgeted for NEMRIC computer applications/programs. Lawrence says they are looking at putting their records online and that will be about \$600 a year, with the first year amounting to \$800 for the initial set-up. Parizo asks if they are saving money for the town-wide reappraisal. Lawrence explains that cost would come from the Selectboard's budget, not the Listers. Morway asks if they will be able to increase their wages, Lawrence says yes that is in this budget.

Jeff Parizo makes a motion to approve the Lister's Town Appropriation of \$46,009. Jen Morway seconds. No further discussion. Selectboard chair calls the vote which passes unanimously.

Highway: Bushway presents the Highway budget. Bushway says they will be turning their seasonal part time position into a full position which will include benefits, which increased their budget from last year. Bushway goes over wage increases that satisfy cost of living adjustments. Bushway goes over line items of their costs and expenses.

Jeff Parizo makes a motion to approve the Town Highway Department's Town Appropriation of \$575,780 to be put on the ballot along with \$60,000 for road materials. Ellen Howrigan seconds. No further discussion. Selectboard chair Jeff Parizo calls the vote which passes unanimously.

Transfer Station: Bushway presents the Transfer Station budget. Bushway goes over the cost and expenses of the Transfer Station. The Selectboard discusses the total amount of \$105,800 and how that has worked in the past.

Ellen Howrigan makes a motion to approve the Transfer Station's budget as presented. Jeff Parizo seconds. No further discussion. Selectboard chair Jeff Parizo calls the vote which passes unanimously.

Temporary Curb Cut for Lake Champlain Transportation: The selectboard discusses a request for temporary access for a property on Bell Hill. Parizo points out there the form is not signed by the applicant and that they will have to table this until the paperwork is submitted properly.

January 1st Meeting: The selectboard discusses the selectboard meeting dates for January 2024, noting that as of now, the first meeting is scheduled for New Year's Day. The selectboard decides they will hold the January meetings on January 8th and January 22nd.

Jeff Parizo makes a motion to cancel the January 1st and January 15th meetings and change the selectboard meeting dates to January 8th and January 22nd. Josie Leavitt seconds. No further discussion. Selectboard chairs calls the vote which passes unanimously.

Old Business:

Credit Card Policy Discussion: Ellen Howrigan (Howrigan) goes over the credit card policy she has drafted. Parizo says they will have to figure out which town employees currently have credit cards, what those users are using the cards for, and what the total limit for each card should be. The selectboard discusses credit card limits and attaching receipts to credit card statements. The selectboard discusses the current uses of credit cards among the town employees. The selectboard decides to further discuss this at the next meeting and possibly finalize it then.

Procurement & Risk Assessment: Morway says they need to decide on who will approve the timesheets for the Highway manager and Building Facility manager. The selectboard discusses the matter and decides that the selectboard will be the one to approve those two timesheets. Melissa Boutin (Boutin) asks who approves the cemetery timesheets. The selectboard discusses the matter with Sue Lawrence, the secretary of the cemetery, whom currently approves the timesheets. The selectboard decides that the secretary will remain as the one who approves the cemetery timesheets. The selectboard decides that Morway will work with Boutin on the details of Procurement & Risk Assessment items. The selectboard decides to put this on the next agenda once Morway and Boutin have had a chance to work together on this.

Internal Controls: The selectboard discusses that General Journal Entry Procedure should now be referred to as Internal Controls and should be added to the next meeting agenda.

Planning Commission- Village Designation Discussion/Schedule of Next Steps: Emily Clark (Clark) explains that the Planning Commission held a Warned Public Hearing on November 28, 2023 for a proposed minor Amendment to the existing Town Plan, as adopted in February 2017. Clark says with no public comments relating to this matter at the Hearing, the Planning Commission submits this Amendment to the Town Clerk and to the Selectboard for your review and approval through resolution. Clark says if approved, the Selectboard must warn a Public Hearing at least 30 days from today. If no changes are made by the Selectboard after that hearing, the Selectboard may vote at its next regular meeting to approve this Amendment, at which time the Amended Town Plan will take immediate effect.

Jeff Parizo makes a motion to resolve to amend to the Grand Isle Town Plan for this document. Jen Morway seconds. No further discussion. Selectboard chair calls the vote which passes unanimously.

Jeff Parizo makes a motion to hold a public hearing at 6pm on January 8th 2024 for the purpose of the resolution of amendment for the town plan. Josie Leavitt seconds. No further discussion. Selectboard chair calls the vote which passes unanimously.

IT RFP Discussion: The selectboard discusses the differences between the two quotes received. Morway says that the Town has about \$4000 in credit for labor with Rural Solutions (RS). Morway goes over the RS total for a one-time fee project and their monthly service amount. Morway says that RS included Microsoft 365 in their initial quote. Morway goes over the Secured Network Services (SNS) one-time project fee amount and their monthly service amount. Morway says that Microsoft 365 was not included in the SNS initial quote. Morway says they just received the latest RS invoice and they were charged the incorrect amount. Morway says that if they decide to move forward with RS, they would need to appoint someone to be the point of contact for RS to stay on top of invoices and work done. Parizo questions the project amount from SNS, that he feels the town has spent money on IT already and they should be up-to-date now. Morway explains that in that project fee, SNS quoted for laptops and updates that are needed. Angie Low notes that the SNS quote includes the laptops as well as Anti-

Virus software, which has not been quoted for by RS yet and may be adding to the confusion of the difference between the two project fees. Morway reads the scope of the project from the SNS quote. Leavitt notes that she just asked RS if they have experience with GCC licensing and they said they do not. Morway says that what SNS has quoted may be quoted by RS in the future. Parizo says that GCC licensing seems like a no-brainer. Howrigan notes that RS is not aware of GCC licensing and they should. Howrigan asks if they could go month-to-month for now with RS. Leavitt says they are month-to-month right now. Leavitt says that they should get an estimate for pricing from SNS for the GCC licensing and revisit this at the next meeting to make a discussion. Morway asks Leavitt to ask RS to quote Anti-Virus software so they can compare the quotes. Leavitt says she will. Clark notes that RS made errors and that is why they have \$4000 in credit. Morway clarifies that RS corrected mistakes on invoices, but that in the new quote they agreed to provide a certain amount of labor at no additional charge. The selectboard agrees to wait for both companies to provide further pricing so that they compare the two and make a decision at the next meeting. Morway says she and Leavitt will put together a comparison with information from both companies for the selectboard to review for the next meeting. Parizo says they will add "IT Update" to all further agendas and it will be right after Highway and Buildings Update.

Rescue: Leavitt says that she is waiting for financial information from rescue and should have it soon. The selectboard discuss the budget rescue submitted and agree that it looks good. The selectboard says they will add Rescue Budget to the next agenda.

Administrative Check-In:

Ellen Howrigan- Credit Card Policy

Jen Morway- Timesheets, work on internal controls with Melissa Boutin, work with Josie Leavitt on a comparison spreadsheet for the IT proposals.

Josie Leavitt- Work with Jen on a comparison spreadsheet for the IT proposals, gather information from RS & SNS.

Jeff Parizo- Working on personnel policy to present in January.

Review and Sign Warrants: *Jen Morway makes a motion for the selectboard to review and sign the warrants, excluding Rural Solution invoice #3300 payment in the amount of \$662.50. Jeff Parizo seconds. No further discussion. Selectboard chair Jeff Parizo calls the vote which passes unanimously.*

Adjournment: *Josie Leavitt makes a motion to adjourn the meeting at 8:13pm. Jeff Parizo seconds. No further discussion. Selectboard chair calls the vote which passes unanimously.*